

# **Town Of Framingham – Technology Advisory Committee**

**Minutes from 2/16/05 meeting**

**Called to Order: 7:00 PM   Adjourned: 9:10 PM**

**Next Meeting: Wednesday, March 02, 2005 – Police Chiefs Conference Room**

## **Present:**

- Peggy Groppo, Chair - PG
- Bob Berman, Vice Chair - BB
- Ken Schwartz, Clerk - KS
- Andy Limeri - AL
- Brian Sullivan - BS

## **Not Present:**

- Barry Kling – BK

7:00 – PG called meeting to order

7:15 – Reviewed presentation crafted by BB

- Overview:
  - The Technology Advisory Committee desires a way to convey to each board in town what we are and what we can do
- Discussion Points:
  - Include some examples of what we can do for them. BB suggests that we tailor the presentation to the group being presented to
  - It is meant to spark ideas, not an end all, be all
  - Gain town meeting support for our issues
  - We should host a meeting and invite other boards/committees to discuss topics. I.e.: Electronic voting
- Action Item(s):
  - BB will come up with a logo

7:25 – Reviewed and discussed email thread from the Government Study Committee submitted by BB

- Overview:
  - Board of Selectman Chairman Chris Ross sent out an email detailing the events surrounding the Town Managers contract extension. John Howland of the Government Study Committee felt

that a more comprehensive means of distribution should include a 'Town Supported Mailing List', in addition to a printing on in the MWDN, and a posting on the Towns Website.

- Discussion:
  - One thought was to ask Steve Orr, but he is strictly Unix based and the Town is Microsoft based
  - BB suggested the creation of an exchange list via the town's web site.
  - BS suggests it should be farmed out via Majordomo
  - One way from the Town Administration to Town Meeting Members and others that wish to included. Several lists could be built based on department, and members can opt in or out based on their individual desires. This is not for discussion, simply a way for the town to distribute information.
  - BS suggests adding a line to George King's yearly letter asking for input from the towns residents.
- Action Item(s):
  - Contact Kathy and she what product(s) she has or is evaluating for email blasting.
  - BB will talk to John Howland and Joel Winett for more info so we can better understand what they want. Issues to touch on include: Setup, maintenance, procurement, and authorizations/security
  - Before creating a spec based on the information gathered, build an agenda for a meeting with Kathy
  - Then flesh out a spec to present to George King, Kathy M and other interested parties. Careful attention must be maintained to avoid scope creep.

#### 7:55 – Electronic Voting request

- Overview:
  - Joel Winett sent an email stating that he plans to bring up the issue to the Government Study Committee and asked if we can look into it and report back to that committee by June 1, 2005.
- Discussion:
  - AL contacted Terry Banerjee. She wants to talk to some people and then will send an invite to PG to come to the 3/5 meeting
- Action Item(s):

#### 8:10 – Finalize agenda for meeting with Kathy M

- Overview:
  - We want to have an agenda in place so she has an opportunity to prepare responses to our questions
- Discussion:
  - Budgeting - who pays for what and is there a lot of overlap
  - What, if any, contracts are currently outsourced
  - IT role within town hierarchy, what are IT's real responsibilities
    - Police Department

- Fire Department
  - Dispatch System
  - DPW / Traffic Control
  - Town/School overlap
- Staffing
  - Patterns (interns/coops, students)
  - Contractors
  - Outsourcing
  - What are the groups strengths and weaknesses
  - Are the more proactive or reactive, and are there appropriate roles and are the appropriately staffed
- What
  - Are your most pressing needs at this time.
  - Are your top priorities and what's on your wish list
  - Should you be doing but can't due to budget constraints
  - Can we do to help you meet your needs
- SAN Project – provide more background material with respect to FY06 – FY10 Capital Budget item 14
- Action Item(s):

#### 8:35 – School vs. Town IT Department update

- Overview:
  - We were interested in the interaction between the Town and School IT Departments
- Discussion:
  - AL reported back about a conversation he had with Tim Lundy, School Department IS Director. According to Tim, Kathy has some oversight with respect to hardware/software purchases mainly to ensure compatibility between systems. Beyond that they act fairly independently.
- Action Items:

#### 8:40 – Fire Department Capital Budget Request

- Overview:
  - The Fire Department is requesting \$55,000 to cover the cost of 10 laptop units to be placed in 5 Pumper trucks, 2 Ladder trucks, 1 Heavy Rescue truck, and 2 Command vehicles.
- Discussion:
  - We are interested in what these units are used for and what the capabilities are
- Action Item(s):
  - KS will contact the Chief and get copies of the specs and also rfp's and report back to the committee a then next meeting

8:50 – Review Upcoming Meeting Schedule

- Overview:
  - Review the desired outcome of the next several meetings in light of the approaching annual town meeting
- Discussion:
  - Discussion should be limited to items directly related to Town Meeting
- Action Items(s):
  - Contact each of the Standing and Appointed Committees requesting time on there schedule
    - Government Study – BB
    - Capital Budget – BS/BB
    - Finance – AL
    - Education – AL
    - Public Safety – KS
    - Ways & Means – BK
    - Rules – PG
    - Planning & Zoning – KS
    - Public Works – BS
    - Community Service – BK
    - School – AL
    - Board of Selectman – PG/BB

9:10 – KS moved to adjourn, BB seconded. Passed 5,0,0

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